

PERSONNEL**Vacations****A. Generally**

The vacation leave plan has been developed to recognize the personal welfare and professional well-being of the school division's employees. Eligible employees are encouraged to use their vacation days each year.

B. Eligible Employees

Full-time, twelve-month employees are eligible to earn vacation days for each year of employment.

Vacation benefits will be listed according to the following categories of employees:

- *Assistant Superintendents
- *Other Administrative and Instructional Support Staff
- *Teachers
- *Service Employees

C. Credit for Vacation Leave

For purposes of vacation leave, the employment year is defined as July 1 to June 30.

Vacation leave will be credited to an employee on July 1 for the following year. The employee shall use, during that employment year, sufficient vacation days to reduce the balance to or below the authorized accumulation carry over for his/her category. Excess days above the allowed carry over shall be converted to sick leave days.

An employee who has used advanced vacation leave will forfeit salary for all per diem days not earned by the vacation plan upon termination from the school system.

D. Schedule of Vacation Leave

Assistant Superintendents: The Assistant Superintendents will be granted 20 days vacation each year and will be allowed to accumulate and carry over 40 days vacation leave.

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Administrative Employees and Instructional Support Staff: Principals, Assistant Principals, Directors (including guidance), Supervisors, and Coordinators will earn vacation leave as follows:

<u>Years Consecutive Accumulation/ Experience</u>	<u>Annual Days</u>	<u>Carry Over</u>
0-5	12	30
6-10	16	30
11+	20	35

Years experience is based on 12-month consecutive administrative/supervisory experience in the Stafford County School Division and is transferable to another 12-month administrative/supervisory role in the division.

Licensed/Restricted Licensed/Professional Employees: Full-time, 12 month licensed or professional employees will earn twelve (12) days vacation leave each year with no accrual and will be granted the regular teacher holidays, provided vacation leave does not conflict with the adopted school calendar or with curricular and extracurricular responsibilities.

Service Employees: Full-time, 12 month service employees will earn vacation leave as follows:

<u>Years Consecutive Accumulation/ Experience</u>	<u>Annual Days</u>	<u>Carry Over</u>
0-5	12	30
6-10	16	30
11+	20	35

Years experience is based on 12-month consecutive experience in the Stafford County School Division.

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Requests for leave must be made on the divisionwide form. The immediate supervisor must grant approval. It is the responsibility of the employee to know the number of days available for vacation.

F. Termination Pay

Eligible employees will be paid their per diem rate for allowable accumulated carry over vacation leave and any accrued leave in the current year upon termination of employment with the school division.

Editor's Note

See also school board policy #5-43

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